



Clearfield Job Corps Center Residential Living Internship

To apply, please email your cover letter and resume to the email contact below.

Department: Residential Living

Contact Name: Spencer Egan Phone: 801-416-4392

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Position(s) targeted for internship assistance: **Residential Advisor/ Shift Supervisor**

The internship experience is expected to last 12 weeks, please pace the activities accordingly. Please summarize the intended internship activities/outcomes for each of the following tiers:

Assigned Mentor(s)/Supervisor: Gayleen Hamblin, CMHC

Tier 1 Introductory

1. Observe student life in the dorms and interact with students to provide support in their Job Corps experience.
2. Complete dorm walkthroughs observing any safety concerns.
3. Observe Dorm procedures for daily living such as mail distribution, laundry services, computer room scheduling, etc.
4. Observe/participate in dorm group meetings and student accountability process.

Summary of Expected Outcomes: Intern will obtain an understanding of residential services and work flow.

Tier 2 Exploratory

1. Observe administrative dorm responsibilities of Senior advisors.
2. Learn appropriate documentation of student progress/concerns in the center's online reporting system.
3. Learn policy and procedure related to the Behavior Management System and Dorm Performance Review.
4. Participate in inventory monitoring and orders of residential supply and required safety reporting.

Summary of Expected Outcomes: Intern will develop administrative knowledge and skills related to managing a residential living environment.

Tier 3 Immersive

1. Work with shift supervisor on managerial tasks and functions of residential living.
2. Review staff scheduling policy and procedures: how to fill vacancies and ensure coverage of living areas.
3. Gain an understanding of union contracts and the obligation of an employer in meeting contractual requirements.

Summary of Expected Outcomes: Intern will obtain experience and knowledge of supervisory functions and responsibilities in a work environment.